

REQUEST FOR APPLICATIONS

Contract Worker Position for a Marine Mechanic

RFx No: 3140000802

Smart No: 1450-17-R-RFQI-00008



ENHANCE ★ PROTECT ★ CONSERVE

Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

Contact: Michelle Williams - procurement@dmr.ms.gov

Introduction

The Department of Marine Resources is currently seeking one contract worker for the position of marine mechanic for the Office of Property Management. The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes. This is a contract position for a period not to exceed one year.

Scope of Work/Job Duties

The position includes but is not limited to the following job duties:

- Provide general repair and maintenance of vessel, in-board and out-board motor and associated equipment;
- Maintain shop equipment, and recommend the purchase of parts, tools, and other related equipment;
- Perform major repairs such as replace power heads, lower units and throttle systems;
- Develop a Preventive Maintenance work schedule and assure all motors are maintained per that schedule;
- Maintain the engine maintenance logs and the work order system;
- Maintain boat bottoms to include scrapping barnacles and bottom paint;
- Maintain boats by washing and waxing;
- Supervise one or more employees; and,
- Perform other duties as assigned.

Minimum Qualifications

The minimum qualifications which the MDMR is seeking for this position include:

- **Education:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); and,
- **Experience:** Experience related to the described job duties;
- **Preferred Experience:** Certified Mercury and/or Yamaha mechanic; and/or Marine Technician/Repair Courses.
- **Other:** Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license. Must be able to lift 50 pounds or more.

Compensation and Hours Worked

This position pays \$20.00 per hour, and is for 40 hours per week. There are no benefits with the position.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.

You may submit your application packet (all of the above) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to:
 - Erin Gallagher, Director of Procurement, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **January 6, 2017 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Michelle Williams, Contracts Analyst at procurement@dmr.ms.gov

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

Equal Opportunity Statement

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.